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STATUTE  
BY - LAWS  
*and* RULES

DEPARTMENT *of*  
PUBLIC INSTRUCTION  
CITY *of* SYRACUSE

1913

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STATUTE  
ESTABLISHING  
DEPARTMENT *of*  
PUBLIC INSTRUCTION  
IN THE CITY *of*  
SYRACUSE, NEW YORK



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STATUTES

CHAP. 543.

AN ACT to provide for a department of public instruction in the city of Syracuse.

Became a law, June 21, 1907, with the approval of the Governor. Passed, three-fifths being present.

Accepted by the city.

*The People of the State of New York, represented in Senate and Assembly, do enact as follows:*

SECTION 1. Department of public instruction established.

2. Officers and subordinates.
3. Official undertakings.
4. Powers and duties of the board.
5. Superintendent of schools; duties.
6. Clerk; duties.
7. Superintendent of repairs; duties.
8. Regulation of salaries.
9. School libraries.
10. Appointment and qualifications of principals and teachers.
11. Text books.
12. State school money.
13. School buildings.
14. Construction of act.
15. Saving clause.
16. Construction of provisions.
17. Laws repealed.

SECTION 1. *Department of public instruction established.*—A department of public instruction in and for the city of Syracuse is hereby established. There shall be a board of education, composed of seven members, to be called commissioners of education, who shall be elected by the

Establishment of department.

Board of education.

How chosen.

## STATUTES

electors of the city at large. Said board shall be the head of the department of public instruction, and the representative of the school system of the city in its entirety. The terms of said commissioners shall be four years, to commence January first following their election. The first commissioners of education shall be those holding office at the time this act takes effect, and who shall continue to hold their offices until the expiration of the terms for which they were severally elected. Their successors shall be elected at the biennial city election next preceding the expiration of their respective terms of office, in the same manner as other city officers. Said commissioners shall serve without compensation.

Term of office.

To serve without compensation.

Officers of board.

Clerk.

Superintendent of schools.

Superintendent of repairs.

SEC. 2. *Officers and subordinates.*—The board shall appoint one of its members president, who shall exercise all of the powers usually incident to such office. It shall appoint, to hold office for a term of four years, unless sooner removed, a clerk who shall perform the duties hereinafter specified and shall receive such compensation for his services as shall be determined by the board of estimate and apportionment. It shall also appoint to hold office for a term of four years, unless sooner removed, a suitable person, to be superintendent of schools, who shall exercise the powers and discharge the duties hereinafter defined, and shall receive such compensation for his service as the board of estimate and apportionment may determine. It may also appoint a superintendent of repairs, and such other subordinates, including principals, teachers, attendance or truant officers, and janitors or custodians of schools as the public school system of the city may require, and, subject to the approval of the board of estimate and apportionment shall fix and determine the salaries or compensation of all such officers, and subordinates, within the appropriation made therefor. The present officers, appointees and employes of the board of education shall continue to hold their respective offices

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during the terms for which they have been respectively appointed. All appropriations of public moneys made for the payment of salaries and compensation of officers and subordinates of the department of public instruction shall be paid monthly, after certification by the president of the board of education, by the city treasurer upon the warrant of the city comptroller, in the same manner as the salaries of the other city officers. The commissioners and subordinates shall be deemed to be city officers of the city, and shall be subject to all the provisions of law applicable to such city officers.

Salaries to be paid monthly.

Commissioners and employees city officers.

SEC. 3. *Official undertakings.*—The superintendent of schools and the clerk shall each, before entering upon the discharge of the duties of his office, execute and file with the city clerk an official undertaking conditioned upon the faithful discharge of the duties of his office, in such sum as shall be prescribed by the common council; such undertakings to be approved as to form and validity by the corporation counsel, and as to the sufficiency of the sureties by the mayor.

Superintendent and clerk to file bond.

SEC. 4. *Powers and duties of the board.*—The board of education shall have the sole and exclusive government, management, care and control of the public school system of the city, subject only to the general statutes of the state relative to public schools and public school instruction not inconsistent with the provisions of this act. It shall have the sole and exclusive care, custody, control, management and safe keeping of all property owned or used for school purposes. It shall have full power and authority to approve all plans for new school buildings; to make rules and regulations for the government of the schools; prescribe courses of study and text books; provide the schools with necessary apparatus, equipment, furniture and supplies; supply the requisite text books and stationery for the use of the pupils, when required by law;

Board has exclusive management of schools and school property.

Has power to approve plans of new buildings.

Shall provide equipment.

Shall determine qualifications of principals and teachers.

Shall assign and transfer principals and teachers.

Shall prescribe rules for admission of non-residents.

May establish rules.

Shall administer all moneys for educational purposes.

exchange old text books for new; change the grades of schools and classes therein, and establish new schools; license and fix standards of qualification as necessary requirements for service of all principals and teachers in the schools, which requirements may be higher, but not lower, than the minimum qualifications required by the general laws of the state; assign and transfer principals, teachers and pupils to schools and from one school to another, and provide for the graduation of all pupils from all grades of schools; allow teachers extra pay for extra work, and employ and fix the compensation of such extra teachers as may be required, within the appropriation made for teachers' wages; prescribe rules and regulations for the admission of non-resident pupils to the schools of the city and fix the tuition to be paid therefor; and shall have all the powers and discharge all the duties conferred or imposed by law upon commissioners of common schools and trustees of the several school districts of the state, so far as the same are applicable to the schools of the city and are not inconsistent with the provisions of this act. In the execution of the powers and authority vested in it the board may establish such rules and regulations as it may deem necessary for the promotion of the welfare and best interests of the public schools and the public school system of the city. The board shall administer all moneys appropriated or available for educational purposes, provided that all purchases or expenditures made, or expenses or indebtedness incurred by said board, or in said department, shall be made, audited and paid in the same manner and subject to the same conditions and limitations as are provided by law for expenditures made by other city departments. The enumeration of specific powers herein shall not be deemed to exclude or limit the exercise of powers not so enumerated.

SEC. 5. *Superintendent of schools; duties.*—It shall be the duty of the superintendent of



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schools, under the general supervision and direction of the board of education, to visit the several schools of the city at frequent intervals; to inquire into the character of the instruction, management and discipline; to advise and encourage the pupils and teachers; to enforce the rules and regulations of the board of education; to maintain and enforce proper discipline in the management and conduct of the schools, and in connection therewith may suspend any pupil alleged to be guilty of misconduct or insubordination, and may likewise suspend any teacher, principal or employe, but shall immediately report such discipline with his reasons therefor to the board of education; to report to the board of education any inefficiency or misconduct on the part of principals, teachers and employes; to supervise the enforcement of the compulsory education law and direct truant officers in the discharge of their duties; to have charge of the school libraries; and to perform such other duties as shall be prescribed by or delegated to him by the board of education.

Superintendent  
of schools:  
duties.

SEC. 6. *Clerk; duties.*—The clerk shall keep all records of the board and shall have charge, custody and control of the rooms, books, papers, documents and records of the department and shall perform such other duties as shall be required by the board of education. He is hereby authorized to administer oaths and take affidavits in all matters appertaining to the schools or school system of the city and for that purpose shall possess all the powers of a commissioner of deeds, but shall not be entitled to any of the fees or emoluments thereof.

Clerk: duties.

SEC. 7. *Superintendent of repairs; duties.*—The superintendent of repairs shall, under the direction of the board, have charge of keeping in repair the school buildings, school furniture and equipment, heating and other apparatus and appliances for carrying on school work; and for

Superintendent  
of repairs:  
duties.

such purposes may, subject to the approval of the board, and within the appropriation made therefor, employ such assistants as may be necessary.

SEC. 8. *Regulation of salaries.*—The salaries of all principals and teachers shall be regulated so far as practicable, according to merit, grade of class taught, length of service in teaching or by a combination of these considerations, in accordance with a uniform of\* schedule.

SEC. 9. *School libraries.*—The board of education shall be the sole trustee of the several school libraries in said city. It shall provide for the safe keeping of the same and all provisions of law relative to district school libraries shall be applicable thereto. It shall be vested with the same discretion as to the disposition of all moneys appropriated by any laws of the state for the purpose of school libraries as is conferred by law upon the inhabitants of school districts.

SEC. 10. *Appointments and qualifications of principals and teachers.*—All appointments to positions of teachers in the public schools of the city, except principals and vice-principals of schools, heads of departments of high schools, and special teachers of drawing, music, physical culture, writing, sloyd, stenography and domestic science, shall be made from a merit list to be ascertained and established in accordance with such rules and regulations as the board of education shall prescribe. The applicants on said list shall be graded and classified according to a combination of qualifications which shall include scholarship, ability to teach, experience and ability in school and class room discipline and management, and general merit and fitness. No person shall be appointed to the position of principal of a high school or of a grammar school, or teacher of a high school, who is not a graduate of a normal school, college or university, recog-

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\*So in original.

Regulation of salaries.

Libraries.

Appointments to be made from merit lists.

Basis of ranking.

Educational qualifications of principals and high school teachers.

## STATUTES

nized by the regents of the university of the state of New York, and has not had at least two years' successful experience in teaching, and no person shall be appointed as teacher in a grammar school or kindergarten who is not a graduate of a normal school or who has not pursued a course in pedagogy in a state training school for at least one year. The provisions of this section as to qualifications or eligibility shall not apply to any principal or teacher now in the employ of the city.

SEC. 11. *Text books.*—Text books shall be furnished free of expense to all pupils of the common schools of said city of all grades below that of high school. Such books shall be and remain the property of the city and the board of education shall provide for the care and preservation of the same. No text book of which any officer or subordinate of the department is the author, or in the publication or sale of which any such officer or subordinate is in any way interested, shall be adopted for use in any of the schools of the city unless the same shall have been adopted and shall be in use in the public schools of at least five other cities of the state.

Free text books.

No officer to be interested in.

SEC. 12. *State school money.*—Whenever the city clerk shall receive notice from the state commissioner of education of the amount of moneys apportioned to said city for the support and encouragement of common schools therein, he shall immediately lay the same before the city comptroller and treasurer, and the treasurer shall apply for and receive the moneys apportioned to the said city as soon as the same become payable and place the same in the city treasury, and the same shall be applicable for the reduction of general taxation.

State apportionment.

SEC. 13. *School buildings.*—The commissioner of public works shall have the power, when authorized so to do by the board of estimate and apportionment for, on behalf of and in the name

School property: how acquired.

## STATUTES

of the city of Syracuse, to acquire by purchase or condemnation or to lease such real property as may be required for school purposes; to superintend the planning and construction of new school buildings; and to dispose of such real property owned and used for school purposes as shall no longer be required therefor. No school building or addition to a school building shall hereafter be erected until the plans, specifications and detailed drawings for the same shall have been approved by the superintendent of public works and board of education and their respective approvals endorsed thereon. Such plans and specifications shall show in detail the ventilation, heating, lighting, plumbing and sanitary arrangements of such buildings. No plan or specifications for the erection of any school building or addition to a school building shall be approved unless the same shall provide at least fifteen square feet of floor space and two hundred cubic feet of air space for each pupil to be accommodated in each study or recitation room therein, nor unless provision be made therein for assuring at least thirty feet of pure air every minute per pupil and the facilities for exhausting foul or vitiated air therefrom shall be positive and independent of atmospheric changes. All such school buildings shall have at least two separate and distinct stairways located as far remote from each other as practicable. All stairs, stairways and stair halls shall be constructed of absolutely fire proof material. All stairways and stair halls shall be enclosed on all sides with walls of solid masonry, self supported and carried from the foundations. All doorways opening therein shall be protected by fire doors and all window openings, except from the outside, shall have fire proof or wired glass set in metallic frames. All halls, doors, stairways, seats, passageways and aisles, and all lighting and heating appliances and apparatus shall be so arranged as to facilitate egress in case of fire or accident, and to afford the requisite and

Board to  
approve plans of  
buildings.

Specifications.

Stairways, etc.

## STATUTES

proper accommodations for public protection in so far as practicable, be improved so as to comply with the foregoing requirements.

SEC. 14. *Construction of act.*—This act is intended to be and shall be deemed and held in all courts and jurisdictions to be a public act, of which the courts shall take judicial notice. This act shall be construed not as an act in derogation of the powers of the state, but as one intended to aid the state in the execution of its duties, and shall be liberally construed so as to carry into effect the objects and purposes hereof.

Construction  
of act.

SEC. 15. *Saving clause.*—The repeal of a law, or any part of it, specified in the annexed schedule, or otherwise, by the provisions of this act, shall not affect or impair any act done or right accruing, accrued or acquired, or penalty, forfeiture or punishment incurred prior to the time when this act takes effect under or by virtue of the law so repealed, but the same may be asserted, enforced, prosecuted or inflicted as fully and to the same extent as if such law had not been repealed; and all actions or proceedings, civil or criminal, commenced under or by virtue of any law so repealed and pending when this act takes effect, may be prosecuted and defended to final effect in the same manner as they might under any such law so repealed, unless it shall be otherwise specially provided herein.

Saving clause.

SEC. 16. *Construction of provisions.*—The provisions of this act, so far as they are substantially the same, or cover the same subject matter as those of any law repealed hereby, shall be construed as a continuance of any such repealed law, modified or amended, according to the language employed herein, and not as new enactments. References in a law not repealed to the provisions of any law incorporated into this act or repealed, shall be construed as applying to the provisions so incorporated. The meaning and effect of the terms of language used herein shall be con-

Construction of  
provisions.

# STATUTES

strued in accordance with the provisions of the statutory construction law.

Laws repealed.

SEC. 17. *Laws repealed.*—The following acts and parts of acts are hereby repealed:

1. Of the laws enumerated in the schedule annexed, that portion thereof specified in the last column.

2. All acts or parts of acts, general or special, in so far as inconsistent with the provisions of this act.

But such repeal shall not revive a law repealed by any law hereby repealed, but shall include all laws purporting to specifically amend any of the laws hereby specifically repealed.

SEC. 18. This act shall take effect immediately.

## SCHEDULE

<i>Laws of</i>	<i>Chapter</i>	<i>Sections</i>
1885 .....	26.....	174—183
1887 .....	368.....	16
1889 .....	18.....	All
1892 .....	626.....	5
1893 .....	524.....	All
1893 .....	531.....	20—24
1895 .....	950.....	23—27
1897 .....	752.....	All
1898 .....	48.....	All

STATE OF NEW YORK,  
Office of the Secretary of State.  
ss.:

I have compared the preceding with the original law on file in this office, and do hereby certify that the same is a correct transcript therefrom and of the whole of said original law.

JOHN S. WHALEN,  
*Secretary of State.*







BY-LAWS  
OF THE  
BOARD *of* EDUCATION  
SYRACUSE, NEW YORK



BY-LAWS

ARTICLE I.

MEETINGS OF THE BOARD—ORGANIZATION.

Annual meeting.

SECTION 1. The annual meeting of the board shall be held on the first Tuesday after the first day of January of each year, at 4 o'clock P. M. The clerk of the board shall call the meeting to order, and the board shall immediately proceed to the election of a president for the ensuing year, and shall at such meeting, choose such other officers of the board as are provided for herein.

Regular meetings.

SEC. 2. The regular meetings of the board shall be held on the first Monday of each month at 4 o'clock P. M., unless the board shall by resolution fix a different day and hour for such meeting.

Special meetings.

SEC. 3. Special meetings may be called by the president, or by the clerk on written request made and signed by at least three members of the board. At least two days' notice, personally or by mail, shall be given of a special meeting to each commissioner, and such notice shall briefly specify the business to be transacted at such meeting, and no business shall be transacted at any special meeting other than that specified in the call and notice therefor, except by consent of all the commissioners present.

Adjournment. ●

SEC. 4. The annual or any stated meeting of the board may be adjourned from time to time, but notice of such adjourned meeting shall be given by the clerk, either personally or by mail, to each commissioner not present at the meeting so adjourned.

Place of meetings.

SEC. 5. All meetings of the board shall be held at its office or rooms unless a different place shall be designated by resolution or in the notice of the special meeting.

Quorum.

SEC. 6. At any meeting a majority of the commissioners shall constitute a quorum for the

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transaction of business, but a less number may adjourn to a future day.

SEC. 7. All meetings of the board shall be called to order by the president, or, in his absence, by the clerk. In the absence of the president a president *pro tempore* shall be elected before any business is transacted. The clerk shall call the roll of commissioners in alphabetical order and record the names of those present and absent respectively.

Meeting called to order.

President pro tem.

SEC. 8. The minutes of the last and all preceding meetings not already approved shall be then read, and the errors therein, if any, be corrected.

Approval of minutes.

SEC. 9. At all regular meetings, except the annual meeting, the following order shall be observed in disposing of the business of the board:

Order of business.

1. Roll call.
2. Reading of the minutes and action thereon.
3. Communications.
4. Report of the Superintendent of Schools and action thereon.
5. Report of the Superintendent of Repairs and action thereon.
6. Report of Attendance Officers and action thereon.
7. Report of Standing Committees and action thereon.
  - a.—Executive.
  - b.—Finance.
  - c.—Building and Hygiene.
  - d.—Teachers.
  - e.—Text Books and Course of Study.
  - f.—Libraries, Rules, Regulations and Printing.
  - g.—Elementary Schools.
  - h.—High Schools.
  - i.—Extended use of Public School Buildings.

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8. Report of Special Committees.
9. Consideration of Accounts.
10. Consideration of Appointments.
11. Resolutions.
12. Miscellaneous Business.

No business shall be taken up out of the foregoing order, except by unanimous consent and without debate.

Ayes and noes.

SEC. 10. The ayes and noes on any question before the board shall be taken at the call of any member thereof, and all votes for the appropriation of money shall be taken by ayes and noes, and duly recorded in the minutes.

Resolutions.

SEC. 11. No resolution shall be considered by the board unless submitted in writing, except by unanimous consent.

Communications.

SEC. 12. No communication or application to the board shall pass or be referred to any committee without the consent of the board.

Accounts and claims.

SEC. 13. No account or claim shall be passed upon by the board until it is verified by the party presenting it, and audited by the president after being certified to by the party receiving the goods.

Parliamentary rules shall govern.

SEC. 14. Any question or order not provided for by these rules shall be decided and disposed of according to established parliamentary law for the government of deliberative bodies.

## ARTICLE II.

### OFFICERS—THEIR ELECTION AND REMOVAL.

Election of president.

SECTION 1. The board of education shall, annually and by a majority vote of all of its members, elect one of its number president. Such election shall occur at the annual meeting in January or as soon thereafter as is practicable. Each

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member shall signify his choice as his name is called by the clerk.

SEC. 2. Notices of the day of election shall be served on the members and members-elect, by the clerk, at least five days prior to election.

Notice of day  
of election.

SEC. 3. The superintendent of schools, clerk, and other appointive officers of the board shall be appointed at the annual meeting of the board, or as soon thereafter as is practicable. Such appointments shall be made by a majority ballot of all the members of the board.

Appointment of  
officers.

SEC. 4. No officer or appointee shall be removed except by a two-thirds vote in the affirmative (to be taken by ayes and noes) of all the members elected to the board.

Removal of  
officers.

## ARTICLE III.

### DUTIES OF OFFICERS—PRESIDENT.

SECTION 1. The president shall preside at all meetings of the board, and perform such other duties as may pertain to the position, or such as the board may from time to time direct.

Duties of  
president.

He shall receive all communications addressed to the board and cause the same to be filed by the clerk.

He shall vote on all questions.

Shall vote.

He shall, within one week after his election, appoint the members of standing committees, and file such appointments with the clerk, who shall immediately notify the members of their respective appointments.

Shall appoint  
committees.

He shall be a member of the executive and finance committees.

Member of  
executive and  
finance  
committees.

### SUPERINTENDENT OF SCHOOLS—DUTIES.

SEC. 2. The superintendent of schools shall, under the general supervision and direction of the board of education, visit the several schools

Duties of  
superintendent.  
Visit schools.

## BY-LAWS

Direct instruction.

Maintain discipline.

Report inefficiency or misconduct of employees.

Enforce compulsory education law.

Perform duties prescribed by the board.

Have stated office hours.

Recommend changes in text books.

Prepare courses of study.

Hold meetings.

Attend meetings of board and committees.

Report on school properties.

Report on teachers required.

of the city as often as possible, inquire into the character of the instruction, management and discipline, advise and encourage the pupils and teachers, enforce the rules and regulations of the board of education, maintain and enforce proper discipline in the management and conduct of the schools, and in connection therewith may suspend any pupil alleged to be guilty of misconduct or insubordination, and may likewise suspend any teacher, principal or employe, but shall immediately report such discipline with his reasons therefor to the board of education, report to the board of education any inefficiency or misconduct on the part of principals, teachers, and employes, supervise the enforcement of the compulsory education law and direct truant officers in the discharge of their duties, have charge of the school libraries, and perform such other duties as shall be prescribed by or delegated to him by the board of education.

He shall have general supervision of all schools, buildings, text books, apparatus, teachers and other employes of the board.

He shall maintain stated and regular office hours for the convenience of the officers, teachers, and the general public; recommend annually any changes in text books, submitting the same to the board of education at its meeting in May; *provided*, that changes of text books shall not be made more frequently than once in five years, except by a three-fourths vote of the board; but additions to the list may be made annually

He shall prepare, by revision or otherwise, courses of study for all grades, conduct or organize such meetings of officers and teachers as he deems expedient; direct examinations of pupils; attend all meetings of the board of education and meetings of its committees, when desired; report from time to time the condition of the buildings, books and all other property belonging to or in charge of the board; the need of additional

## BY-LAWS

teachers, or the propriety of reducing the number then employed, and such other matters as may affect the welfare of the schools.

He shall nominate in writing all officers and teachers and recommend in writing all promotions, reductions and dismissals.

Nominate officers and teachers, their promotions, etc.  
Transfer teachers.

He shall transfer teachers from building to building, as the welfare of the schools may demand.

He shall, under the regulations of the board, conduct examinations of candidates for the merit lists.

Conduct examinations for the merit lists.

He shall, in case of temporary indisposition or necessary absence of teachers, procure substitutes, subject to the rules and regulations governing the appointment of teachers.

Procure substitutes.

He shall prescribe the duties, except as herein-after specified, and direct the work of the supervisors, principals, directors and heads of departments, in the standardizing and unifying of the educational work of the schools.

Prescribe duties of supervisors, principals, etc.

He shall, from time to time, recommend such change in the rules of the board of education or such legislation, as he deems the interests of the schools demand.

Recommend changes in rules and legislation.

## CLERK.

SEC. 3. It shall be the duty of the clerk to notify the members of all meetings of the board by causing a notice thereof to be served personally, or by mail, upon each commissioner at least two days previous to such meeting.

Duties of clerk notify members of meetings.

He shall attend all meetings of the board and keep a record of the minutes of such meetings; and shall file in the office of the board all reports, resolutions, bids of contractors, contracts, accounts, vouchers and other papers and documents acted upon by the board, properly endorsed, and in form convenient for reference.

Keep record of meetings and reports.



## BY-LAWS

Keep financial accounts.

Under the direction of the finance committee he shall keep the financial accounts of the school department and prepare a report for such committee to present to the board at each stated meeting, showing the financial condition of the department, with the items of receipts and expenditures.

Shall file vouchers.

He shall file all vouchers for payments and disbursements made, in the form prescribed by the finance committee; and shall certify to the board all bids submitted for any work to be performed, or supplies to be furnished by contract in accordance with the city charter or resolutions of the board.

Office hours.

He shall attend at the office of the board during the hours that the same shall be kept open for the transaction of business; and in general perform all such duties as pertain to his position.

Shall receive tuition.

He shall receive the tuition of non-resident pupils paid in compliance with the rules of the board, and receive all moneys belonging to the school department not otherwise provided to be paid to another officer of the board, or other officer of the city, and forthwith deposit the same with the city treasurer to the appropriate accounts of the board, and shall present to the board at each regular meeting a statement of the moneys so received by him, and the sources from which it was derived.

Custodian of petty cash.

He shall be custodian of the petty cash of the board, pay the items usually charged to that account, and render a bill each month for such expenditures.

For the purpose of making these payments, he shall be given \$100.00 each month.

Distribute books and supplies.

He shall superintend the distribution of text books and supplies to the several schools for which requisitions shall be made by the principals, and shall file such requisitions together with a memorandum of supplies furnished thereon.



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The distribution of text books shall be made previous to the opening of each school term.

He shall see that all text books, supplies, and other goods delivered to the schools on his orders are accompanied by duplicate receipts, one copy of which shall be signed by the principal of the school, or in his absence by the janitor, and returned to the clerk's office, and the other retained and filed by the principal.

He shall attend to the matter of making such reports as are required by law to be made by the board of education.

Make reports.

### ASSISTANT CLERK.

SEC. 4. The assistant clerk shall be under the direction of the clerk. In case of the absence or disability of the clerk the assistant clerk shall discharge the duties of the office.

Duties of assistant clerk.

### SUPERINTENDENT OF REPAIRS.

SEC. 5. The superintendent of repairs shall have a general supervision of all the school buildings and premises, school furniture and heating apparatus, as to improvements and repairs on or about the same, and shall, when required, act with or under the direction of the executive committee in all cases where repairs are to be made, in superintending the work to be done and in procuring the necessary materials therefor.

Duties of superintendent of repairs.

He shall keep regular office hours each day from 8 A. M. to 8:30 A. M., and from 4 P. M. to 5 P. M. on Mondays, Wednesdays and Fridays, at the office of the board.

Office hours.

He shall examine the specifications prepared for all building contracts to be let by the board of contract and supply, and report such changes and amendments as in his judgment should be made therein, or thereto, to secure the most thorough, satisfactory and economical perform-

Examine specifications.

ance of the work contemplated; and he shall see that all building and repair contracts entered into with the board are faithfully executed.

Pass on  
accounts and  
materials.

He shall pass upon all accounts and demands for materials furnished and work done under his supervision or direction, and no accounts or demands for the same shall be audited until they shall have been so passed upon by him in writing. He shall also aid the authorized committee in preparing estimates for repairs, both temporary and permanent, and for improvements to school property and premises, and shall file with the clerk a written statement of any alterations or amendments thereto, which in his judgment should be made with due regard both to the necessity therefor and the probable expense thereof, and perform such other duties as the board may from time to time direct; but at no time shall he be engaged in any business other than that connected with the schools.

Substitute for  
superintendent  
of repairs.

In case of the prolonged illness or absence of the superintendent of repairs, the board may appoint a temporary substitute to act in his place and to fulfill the duties imposed by these rules.

#### ATTENDANCE OFFICERS.

Duties of  
attendance  
officers.

SEC. 6. The attendance officers shall, under the direction of the superintendent of schools, perform such duties as are required by the compulsory education law, and by the rules of the board of education.

Present  
monthly report.

They shall be present and make a report in writing at each monthly meeting of the board, which shall set forth specifically the cases of truancy reported to them and upon which they have acted—the disposition of each case—the number of pupils committed to the truant school during the month—the number in attendance at the time of such report, and, so far as may be required, the facts and circumstances connected with each case.

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Such report shall be filed with the clerk and preserved as a part of the records of the board.

### ARTICLE IV.

#### COMMITTEES—DUTIES.

SEC. 1. All committees shall be appointed by the president, unless the board shall order otherwise.

SEC. 2. The standing committees of the board of education shall consist of three members each, and shall be as follows: Standing committees.

1. Executive.
2. Finance.
3. Buildings and Hygiene.
4. Teachers.
5. Text Books and Course of Study.
6. Libraries, Rules, Regulations and Printing.
7. Elementary Schools.
8. High Schools.
9. Extended use of Public School Buildings.

SEC. 3. All committees to which any account or other matter may be referred shall make a report in writing at the first stated meeting after such reference, unless further time shall be granted by the board; and such committees shall be called upon by the president for their reports in the order stated in Article I, Section 9. Make reports in writing.

SEC. 4. Committees, on making their reports, shall return the petition, resolution, account or other papers containing the subject matter so referred, to be filed by the clerk. Shall return papers.

#### EXECUTIVE COMMITTEE. •

SEC. 5. It shall be the duty of the executive committee, subject to the direction and action of the board, to make requisition upon the board of contract and supply to purchase and to supply Duties of executive committee.

BY-LAWS

Action, when  
supplies exceed  
\$250 in cost.

the schools with fuel, permanent and temporary school furniture, and the various articles of supplies furnished by the board for use in the schools, when the amount of any single purchase exceeds in cost \$250.

Erecting,  
improving and  
leasing school  
buildings.

It shall consider and report upon the expediency of erecting, improving, repairing, altering or leasing school buildings or premises.

Prepare schedule  
of improvements  
and estimates  
of needed  
appropriations.

It shall, previous to October 15th of each year, prepare schedules of needed improvements, repairs and furnishings for the several school buildings and premises, and estimates of the amount it deems should be appropriated for the erection, improvement, alteration, repair and furnishing of school buildings and premises, their insurance, and for any other purpose relating to the proper maintenance of public school property for the ensuing year.

Schedules and  
estimates to be  
submitted.

Such schedules and estimates, so prepared and filed, together with any statement of the superintendent of repairs, or of the superintendent of schools, filed in relation thereto, shall be submitted to the finance committee; and at least three days prior to any meeting at which the financial budget shall be submitted to the board, a copy of such schedules and estimates, together with any statement of the superintendent of repairs, or of the superintendent of schools, shall be sent or delivered to each commissioner and to the superintendent of schools by the clerk.

Clerk shall  
furnish each  
commissioner and  
superintendent  
with copy.

Supervise  
improvements  
and repairs.

The executive committee shall have the general supervision of temporary improvements and repairs on school buildings or premises which may be authorized or directed by the board, and in cases of emergency may authorize repairs and improvements without action of the board, but it shall be the duty of the committee to report at each stated meeting, except the annual meeting, and at such other times as the board shall direct, all its proceedings subsequent to its last report, including all contracts entered into, the par-

## BY-LAWS

ties to the same, the amount and nature thereof, and the progress of the same towards completion.

### FINANCE COMMITTEE.

SEC. 6. It shall be the duty of the finance committee to examine all accounts and demands against the board, and particularly as to the authority for and the correctness of the same, and report thereon at such stated meetings, and at such other times as the board may direct; to have supervision of the financial accounts of the board and to require the same to be properly kept in good business form, so as to enable each commissioner to ascertain at once the condition of each fund; to determine the fund from which any account or demand shall be paid and to report at each stated meeting all accounts and demands audited by it since the last report, with a brief statement of the purposes for which each expenditure is made; and also the condition of the several funds of the board.

Examine accounts and report on same.

Require proper keeping of accounts.

Report accounts and condition of funds.

No account shall be audited by the finance committee unless the expenditure for which the same is rendered shall have been duly authorized by the board; nor for expenditure in excess of the amount appropriated for the specific subject matter of such account; and the same shall be properly attested on or before the last day of each month.

Auditing of accounts.

The finance committee shall examine and revise the various estimates of the amounts to be appropriated which are submitted by the committees charged with the duty, and report to the board recommendations as to any changes therein which it deems advisable; and shall prepare and submit to the board the financial budget required by the city charter, to be submitted to the mayor and the board of estimate and apportionment.

Examine and revise estimates.

Submit annual budget.

BUILDING AND HYGIENE COMMITTEE.

Report on plans for new buildings, additions and permanent improvements.

Supervise health matters.

SEC. 7. The building and hygiene committee shall investigate and report upon the advisability of approval or disapproval of all plans and specifications for new buildings, additions, and permanent improvements to the school buildings, and, subject to the approval of the board, shall have general supervision and charge of all matters pertaining to the health of teachers and pupils in the public schools.

TEACHERS COMMITTEE.

Pass upon eligibility of all applicants.

Recommend teachers and principals for ensuing year.

Furnish estimate of teachers' salaries for year.

SEC. 8. It shall be the duty of the teachers' committee, with the superintendent, to pass upon the eligibility of all applicants for positions as principals or teachers in the schools, and to recommend to the board all applicants, who, in their opinion, should be placed upon the eligible list, as provided by the rules and regulations governing the appointment of teachers.

The committee shall, as soon as practicable after the close of each school year, upon the nomination of the superintendent of schools, recommend to the board a full list of principals and teachers for the ensuing year; but the appointment of all principals and teachers shall be made upon the express condition that they hold their positions subject to the rendering of satisfactory service and at the pleasure of the board. They shall receive pay for only such time at the board may require their services—at their regular salary.

On or before October 15th of each year the committee shall furnish to the finance committee an estimate of the amount of money required for teachers' salaries during the year.

COMMITTEE ON TEXT BOOKS AND COURSE OF STUDY.

Consider and report changes in text books and course of study.

SEC. 9. It shall be the duty of the committee on text books and course of study to consider and report upon such changes in the text books



## BY-LAWS

and in the course of study as the superintendent of schools may recommend and the committee deem expedient.

All changes or adoptions of text books shall be made at the regular meetings of the board of education held in the month of June each year, notice of which changes shall have been given and entered upon the minutes of a regular meeting at least one month prior to final action; said notice shall state the title of the book, the name of the author, the publisher, the list price, the proposed discount and any other facts pertaining to the cost of the book that the board may require.

Text book adoptions to be made in June.

The committee shall also have charge and general supervision of the tools, implements, apparatus and supplies used in any of the industrial education classes established in any of the schools of the city.

Have charge of tools and supplies of industrial education classes.

It shall cause an inventory to be made and kept by the teachers or by the supervisor of such industrial education classes of all such tools, apparatus and implements, as the same are purchased or otherwise procured, and a copy thereof to be filed with the clerk of the board. It shall also, from time to time, report to the board the progress made in the work of industrial education, with such recommendations as to the purchase of tools, implements and supplies as may be deemed necessary for the use of such classes.

Keep inventory of tools, apparatus and implements.

The committee shall, on or before the fifteenth of October of each year, furnish to the finance committee an estimate of the expenses required for the conduct of the industrial education classes and supplies therefor during the ensuing year.

Report progress of work.

Recommend purchase of tools and supplies.

Furnish estimate of expenses.

## COMMITTEE ON LIBRARIES, RULES, REGULATIONS AND PRINTING.

SEC. 10. The committee on libraries, rules, regulations and printing shall have charge of

## BY-LAWS

Purchase books  
for libraries.

Have books  
classified.

Report condition  
of libraries.

Prepare and  
recommend  
rules and  
regulations.

the purchase of all books for the school libraries, subject to the approval of the board; see that they are properly classified, arranged and catalogued, and that they are properly and carefully used and preserved, and that suitable book cases are provided in the several schools.

It shall report to the board, from time to time, the condition of the several libraries, and such rules and regulations for their management as may be deemed necessary.

It shall be the duty of this committee to prepare and recommend to the board such rules and regulations, other than those relating to libraries, as it may deem expedient and necessary; and to report to the board all matter that it deems necessary to be printed, and it shall superintend all printing ordered by the board.

### ELEMENTARY SCHOOL COMMITTEE.

Have  
supervision of  
elementary  
schools.

SEC. 11. The elementary school committee shall have special supervision and charge of the buildings, grounds and apparatus of the elementary schools. It shall, from time to time, report to the board the needs of such schools, together with such recommendations as it shall deem proper.

### HIGH SCHOOL COMMITTEE.

Have  
supervision of  
high schools.

SEC. 12. The high school committee shall have special supervision and charge of the buildings, grounds and apparatus of the high schools and of all matters pertaining to same.

It shall from time to time report to the board the needs of such schools, together with such recommendations as it shall deem proper.

### COMMITTEE ON EXTENDED USE OF PUBLIC SCHOOL BUILDINGS.

SEC. 13. The committee on the extended use of public school buildings shall have general



## BY-LAWS

charge and supervision of the uses of school buildings, other than for school purposes and purposes incidental thereto.

Have supervision of the uses of school buildings other than for school purposes.

It shall be the special duty of this committee, whenever school buildings are used for purposes other than those last mentioned, to see that the buildings, premises, furniture, apparatus, and all that pertains to the same, have proper care and use, and that the janitor of the building, or some one representing the board of education, is present to see that this requirement is enforced. The compensation for the services of the janitor, or other person thus supervising the care and use of the school property, shall be paid by the person or persons thus using the same, unless otherwise specifically ordered by the board of education.

See that buildings have proper care.

Compensation of janitor to be paid by party using building.

No request for the use of any school building shall be granted unless the purposes for which it is intended are strictly of an educational character, and in no case can an admission fee be charged unless the proceeds go to the benefit of the school system. All applications for the use of school buildings must be referred to the committee on extended use of school buildings, with power, unless otherwise ordered.

Buildings only to be used for educational purposes.

Applications to be made to committee.

No school building shall be used for religious, political or money-making purposes, or for any purpose not in some way educational and calculated to serve the general good of the city.

Use of buildings restricted.

## EDUCATIONAL BUILDING.

SEC. 14. The rooms in the Educational Building shall not be used for religious, political or money-making purposes.

Use of educational building restricted.

A written permit must be secured from the president of the board for the use of the Educational Building.

Written permit required.

## BY-LAWS

Compensation  
of janitor.

The compensation of the janitor shall be paid by the persons using the building, unless otherwise specifically ordered.

Additional duties  
of committees.

### COMMITTEES GENERALLY.

SEC. 15. Any standing committee shall perform such duties, in addition to those hereinbefore prescribed, as the board shall from time to time direct.

## ARTICLE V.

### MISCELLANEOUS.

Board must  
authorize  
all purchases.

SECTION 1. No committee, officer or employee shall make any purchase for the department of public instruction, unless duly authorized by the board, and any motion or resolution passed by the board involving the expenditure of money, shall become inoperative if there be no funds appropriated or on hand for the purpose designated, and it shall be the duty of the finance committee to report to the board the lack of funds necessary to meet the requirements of such motion, or resolution.

Funds must be  
appropriated  
and on hand.

Money shall not  
be collected from  
nor supplies sold  
to pupils.

SEC. 2. No application for a permit to collect money from the pupils in the public schools shall be granted, nor shall the distribution of tracts, circulars, advertisements, or other printed matter not relating to the business of the schools be permitted in or about any school building, or the sale of stationery, including pens, pencils, books, erasers, paint brushes, nor shall the sale of merchandise in any form be allowed.

Amendments  
to rules.

SEC. 3. Alterations and amendments of these by-laws may be made at any regular meeting of the board by the unanimous consent of all the members, or by a majority of the members present and voting after one month's notice of such proposed amendment.





RULES  
FOR THE  
GOVERNMENT  
OF THE  
PUBLIC SCHOOLS  
OF THE  
CITY *of* SYRACUSE



## RULES

### SUPERVISOR OF GRADES.

Standardize  
work of grades.

Unify work of.

Hold meetings.

1. The supervisor of grades shall under the direction of the superintendent of schools, have charge of the standardizing of the educational work of the grades, and shall perform such other duties as the superintendent of schools or the board of education may direct. He shall work to give larger unity and general effectiveness to the school work in all its phases, such results to be secured by grade meetings of teachers and through visits and study of conditions and needs, and by consultation with the principals and teachers, individually and as a body, in their meetings.

### SUPERVISOR OF KINDERGARTENS.

Give unity and  
effectiveness.

To hold  
meetings.

Charge of work  
of kindergarten  
training class.

2. The supervisor of kindergarten instruction shall have the same relation to the work and the teachers of the kindergartens as the supervisor of grades sustains to the work of the grades. She shall strive to give larger unity and general effectiveness to the kindergarten work in all its phases, such results to be secured by meetings of kindergarten teachers, through visits and study of conditions and needs and by consultation with the principals and kindergarten teachers.

3. The supervisor of kindergartens shall, under the direction of the superintendent of schools, have charge of the work of the kindergarten training class.

### DIRECTOR OF TRAINING SCHOOL.

Charge of work  
of training  
class.

4. The director of the training school shall, under the direction of the superintendent of schools, have general charge of the work of that school.

*Note.—Wherever the masculine pronoun occurs in these rules, it is construed to apply to either male or female.*

## RULES

### SUPERVISOR OF INDUSTRIAL EDUCATION.

5. The supervisor of industrial education shall, under the direction of the superintendent of schools, have charge and general supervision of the manual training, domestic science and domestic art instruction in the schools, and shall perform such duties as the superintendent of schools and the board of education may direct.

Charge and general supervision of manual training, domestic science and domestic art.

In the month of January each year he shall prepare requisitions, as far as possible, for all supplies needed for one year, and no requisition shall be considered unless it has his written approval.

### SUPERVISORS OF SPECIAL STUDIES.

6. The supervisors of special studies shall, under the direction of the superintendent of schools, have general supervision of the instruction in their respective departments.

General supervision in respective departments.

### PRINCIPALS.

7. Each principal shall, under the direction of the superintendent, have supervision of the instruction, organization and management of all school work in his school or schools, and for these he shall be responsible, as well as for the observance and enforcement of all school rules and regulations.

Supervision of instruction, organization and management.

Responsible for enforcement of rules.

8. He shall be in his building thirty minutes before the time of opening each morning session of the schools, and until 3:30 each afternoon that the schools are in session, when not engaged in other school work under the direction of the superintendent. He shall attend at the office of the superintendent for the purpose of consultation at such times as the superintendent may designate.

Office hours.

Consult with superintendent.

9. He shall be held responsible for all books issued to him and for the economical use of all supplies.

Responsible for books and supplies.

## RULES

Keep correct accounts, etc.

10. Each principal shall keep, according to forms approved by the board of education, correct accounts and records of all matters committed to his keeping by the superintendent; such accounts and records to be at all times open to the inspection of the members of the board and the superintendent.

Make requisitions.

11. The principal of each school shall make requisition upon the clerk of the board for all text books and other supplies to be used in his school. In the case of text books, supplies kept in stock, fuel and emergency supplies, if the goods are not delivered promptly, a second requisition shall be made and a duplicate copy of the same forwarded to the superintendent. In other cases, the second requisition and duplicates shall be forwarded after reasonable time.

Prompt delivery.

Duplicate receipts for property.

12. The principal, or, in his absence, the janitor of the school, shall receipt for all text books, supplies and other school property delivered to his building. Such receipts must be in duplicate, one copy of which must be retained by the principal and filed, and one returned to the clerk of the board.

Care for property, maintain cleanliness and supervise janitors.

13. Each principal and teacher shall see to the safe keeping of all school property under his care. The principal shall see that cleanliness is maintained in the school building and to this end shall make frequent inspections. Careful supervision of janitors by principals is expected, and any negligence on the part of the former shall be reported in writing to the superintendent of schools.

Supervise school during recesses.

Jointly responsible with janitor for safety and care of building.

14. The principal shall supervise the school during recesses, appointing such teachers to assist as he deems expedient. The principal and janitor of each building are jointly and severally responsible for the care and safety of the building.

Principal has authority within his building.

15. The principal of a building has authority over all teachers, pupils and janitors and their assistants in that building, and it shall be his



## RULES

duty to see that all rules relative to pupils, teachers and janitors are enforced.

16. Each principal shall promptly report in writing to the superintendent of repairs any damage to school property, or any repairs needed.

Report  
damage.

17. In emergencies, when the school is not in session, such reports may be made by the janitor, direct to the clerk of the board of education.

Janitor may  
report in  
emergencies.

18. The principal shall report any other matter, or such as may need to come to the attention of the higher school authorities, to the superintendent of schools.

Report other  
matters.

19. He shall see that all property belonging to the schools of the city of Syracuse assigned to him is properly listed, and shall be responsible for its proper use and safekeeping. Inventories of property and unexpended supplies shall be furnished to the clerk of the board of education by the principals at the close of December of each year.

Property to be  
listed.

Furnish  
inventories  
of property.

20. The principal shall see that all teachers under his jurisdiction are promptly notified and duly advised as to all rules and orders pertaining to the schools, and will be held responsible for the impartial enforcement of such regulations; he shall see that all the prescribed records are neatly, regularly and correctly kept by the teachers, and that all reports and returns, required by the board of education, the clerk of the board or the superintendent are promptly made.

See that  
all teachers  
are advised  
as to rules.

21. The principal shall, under the direction of the superintendent, classify the pupils in the various grades, visit each class as often as practicable, endeavor to improve the methods of instruction, make such reports as may be required of him, and shall in every way possible, co-operate with the superintendent.

Classify  
pupils and  
visit classes.

Endeavor  
to improve  
methods of  
instruction.

22. The principals of the several schools shall, within twenty-four hours, notify the attendance

Notify attendance  
officer of absentees.

## RULES

officers, in writing, regarding all unexcused absentees.

Keep  
permanent record.

23. The principal of each school shall keep a permanent record in which shall be entered alphabetically, the name of each pupil, his age, date of birth, date of entrance, whence received, etc.

Entry of  
pupils.

24. Upon the application of a pupil to enter school, the principal shall ascertain his place of residence, and the school he last attended, and, in case he has been registered in any other of the public schools since the commencement of the school year, the transfer card shall be required of him, and upon notice of the principal entering him, the registration card shall be forwarded by his former principal. In case his parents do not reside in the city, he shall not be entered in the school until he presents a receipt showing that the required tuition has been paid to the clerk of the board.

Payment of  
tuition by  
non-residents.

Principals  
report to  
superintendent.

25. Principals shall make report of the various matters of record in their respective schools, to the superintendent, at such times as may be required.

Requisitions for  
text books.

26. Each principal shall, during the first week of January and at the close of school in June, of each year, send to the clerk of the board a requisition, as complete as possible, for all text books needed by his school for the ensuing term. Supplies shall be ordered monthly.

For supplies.

Notice to  
superintendent  
of need of  
supply teacher.

27. Whenever a substitute teacher is required on account of the indisposition, or absence of a teacher for other cause, the principal shall immediately notify the superintendent of schools.

Principal reports  
absence and  
tardiness of  
teachers.

28. The principal shall record every case of tardiness or absence on the part of the teachers both regular and special, of his school, including his own, and report the same in the monthly, term, and annual reports. In the monthly report the cause of absence and the amount of salary

## RULES

to be deducted shall both be stated. Tardiness shall be reckoned from the time when teachers are required to be in their respective school rooms by the rules of the board.

29. With the advice and consent of the superintendent, the principal may transfer any teacher from one grade of work to another, and in the high schools from one department to another, the vacancy thus created to be filled from the merit list governing the department in which the vacancy then exists.

Transfer of  
teacher in  
building.

30. Principals will report in writing to the superintendent any teacher who has been absent for a period of two months without leave granted by the board of education.

Report  
absence of  
two months.

31. In case of the absence of the principal of any school, the superintendent shall be immediately notified of such absence and shall designate one of the teachers in the building as acting principal.

Absence of  
school principal.

32. When property is worn out and of no further use, it shall be listed and the list forwarded by the principal to the clerk of the board of education for such action as the board may determine.

Worn-out prop-  
erty returned.

Worn out textbooks shall be collected at the end of each school year in the offices of the respective principals, who shall transmit to the clerk of the board a certified list of the same. The clerk shall see that such books are promptly removed from the school and properly disposed of.

Worn-out  
text books to be  
collected and  
reported.

33. Bi-weekly fire drills shall take place in all school buildings from September to November inclusive, of each year, and once a month thereafter. Such drills should not be given on inclement days.

Bi-weekly  
fire drills.

34. No one shall be permitted to have a key to any school building, except the principal of

Keys to  
buildings.

## RULES

the building and the janitor—including the janitor's assistant.

### TEACHERS

Teacher must be in building 20 minutes before opening of school.

Shall attend meetings.

Absence to be reported in writing.

Shall keep record.

Deposit book with principal.

Care of ventilation.

Temperatures of school room recorded.

Principal dismiss pupils if temperature is low

35. Each teacher is required to be in his room at least twenty minutes before the time for the opening of school in the morning, and at such time as the principal shall require in the afternoon. He shall, at the time of his arrival at the school building, record in the principal's office the hour of arrival.

36. Each teacher shall attend all meetings to which he is called by his superior officers. In case of failure to do so, the absenting teacher shall furnish to the official who called the meeting a statement, in writing, of the reason for such absence. When possible, the notice of the proposed absence shall be prior to the meeting.

37. Each teacher shall keep a record book of attendance, complete the entries in it each day before leaving the schoolroom, and make such reports as may be required. Each teacher shall keep a record of the proficiency of the pupils in studies, making such entries as may be necessary. Immediately after the annual closing of the schools he shall deposit his record book in the office of the principal, taking care to make and to retain a list of the names of all pupils on the rolls at the close of the school year.

38. Each teacher shall be especially careful as to the ventilation and temperature of his schoolroom, shall see that the windows are opened for the free admission of air at recesses, and shall be careful that the temperature of the room when occupied by pupils shall not fall below 64 nor rise above 70 degrees Fahrenheit. The teacher shall keep a record of the temperature of the schoolroom and place the same on the blackboard at 9 o'clock and 11 o'clock A. M., and at 2 o'clock P. M., of each school day, and the principal of the building may dismiss a class whenever the

## RULES

temperature has remained below 64 degrees until 10 o'clock in the morning. The report of such dismissal shall be sent immediately, in writing, to the superintendent, who shall promptly investigate the cause of such failure of the heating system. After the dismissal of a class for this cause, the teacher shall be assigned to other duties as the principal or the superintendent may see fit.

Teachers  
assigned to  
other work.

39. It shall be the duty of teachers, at each morning and afternoon session, to notify parents or guardians of every absent pupil, and of every case of tardiness not excused.

Parent must be  
notified of  
pupil's absence.

40. Pupils must not be sent home for excuses when tardy. Such pupils may be refused admittance at the *next* morning session of the school, if, by that time, excuses be not furnished for either absence or tardiness by the parent provided that no pupil may be refused admittance unless the proper notice shall have been sent according to the rule. If the excuse for absence or tardiness is not legal, the pupil may be received and the parent notified that the excuse is not considered sufficient.

Children must  
not be sent  
home for  
excuses.

Notice to parent  
of illegal  
absence.

Any pupil who shall have been absent three half days, or tardy three times, without rendering a legal excuse, may be suspended.

Suspension of  
tardy or  
absent pupils.

41. The avoidance of corporal punishment, as far as may be with a due regard to obedience on the part of the pupils, is enjoined on all teachers. Each case of corporal punishment with the reason therefor, shall be reported promptly, in writing, by the teacher in charge of the class and forwarded, through the principal, to the superintendent.

Corporal  
punishment to  
be avoided.

42. Each teacher having in her room a set of adjustable furniture, will see to it that the seat and desk are adjusted to fit the child at all times. In rooms where the furniture is not adjustable, but where the furniture may vary in size, the

Furniture to  
be adjusted  
to pupils.

## RULES

Place children  
to best advantage.

teacher will, as far as possible, place children in seats and at desks best suited to their sizes.

Pupils not to  
be sent on  
errands.

43. No pupils shall be sent on errands outside of school buildings, except by the principal, and then only on urgent school business.

Gifts to pupils  
or teachers  
forbidden.

44. No teacher or other person shall be allowed to present in the public schools, any prize, premium or gift to any pupil, except such as are permitted by order of the board of education, nor shall any educational employee receive any gift from any pupil or pupils or their parents, or one purchased by the contribution of the pupils as such.

Assignment of  
home work.

45. Assignment of lessons for home study may be made as follows:

3rd grade, 15 minutes daily.

4th grade, 30 minutes daily.

5th grade, 45 minutes daily.

6th grade, 60 minutes daily.

7th grade, 75 minutes daily.

8th grade, 90 minutes daily.

Home work  
must be  
definite.

Teachers must not assign home work which will require more time of an average pupil than is above stated. All assignments of home work must be definite and of such character that the pupil can do the work without assistance.

Annual rating  
of teachers.

46. Teachers shall be rated annually by their respective principals, or supervisors, in case of special teachers in the graded schools, subject to the approval of the superintendent of schools, who shall have power to revise ratings, as a result of personal investigation.

Shall not  
give private  
instruction.

47. No teacher shall give private or extra instruction to any pupil or pupils of the public schools for money or anything of value other than his regular official compensation without the written consent of the superintendent first had and obtained, which consent shall not be given except upon the written request of the parent or



## RULES

guardian. Such instruction shall not be given during school hours. Permission shall not be given to teachers to give private instruction for money or gain to pupils in their own classes. The foregoing prohibition shall not apply during vacation.

Shall not tutor pupils in their classes.

48. Each teacher shall, at the beginning of the school year, report his residence, in writing, to the principal and to the clerk of the board of education. Any change of residence shall be promptly reported to both of these officers.

Teachers shall report residence.

49. No employee of the board of education shall perform services for pecuniary or other considerations, except during vacations, in any business, trade or occupation, without having first obtained the written consent of the superintendent.

Employees shall not engage in other business.

Such permission shall expire at the end of the year in which it is granted, unless renewed by the superintendent.

Applications of employees to practice special professions shall be referred by the superintendent to the board for its action.

50. All officers, teachers, and other employees shall report for duty at such time prior to the opening day of the schools in September, as may be required by the president of the board of education or the superintendent.

Employees shall report for duty when required.

51. Teachers will follow the directions of the principal in all matters relating to the welfare of the school. They will be responsible for the order of their respective rooms at all times, and, with the principal, will exercise a general supervision over the school premises.

Must follow directions of principal.

Teachers responsible for order.

52. Teachers shall faithfully observe the course of instruction and regulations prescribed by the board, and continually strive to excite an interest in study in the minds of their pupils, and

Shall follow course of study.



## RULES

in every possible manner to elevate the character of the schools.

No book to be required, unless designated by board.

Written programs to be posted.

53. No teacher or principal shall require any pupil to purchase any text book for use in school, except such as the board shall designate.

54. Teachers will post written programs of the daily exercises in a conspicuous place in their several rooms.

### ADMISSION OF PUPILS

Size of classes.

55. So far as practicable, not more than forty pupils shall be assigned to one teacher.

Who are entitled to admission.

56. All children above the age of six years, whose parents are residents of the city of Syracuse, are entitled to admission into the schools, within the district in which they reside, for which, on examination, they may be found qualified; and no pupil who resides in the city and out of the district in which a school is located shall be admitted to such school unless by the written permission of the superintendent; and all non-resident pupils may be admitted to such school buildings as may be determined by the superintendent, and taught in said public schools, but no such pupil, residing without the city, shall be admitted to any public school unless he shall first present a receipt from the clerk showing that his tuition has been paid; *provided*, that the entire amount due for one school term, or any portion thereof not less than the amount due for one half term, may be paid in at one time, if the parent or guardian so desires.

Permit to attend outside of district.

Non-residents assigned by superintendent.

Payment of tuition.

Birth certificates presented.

56a. Parents will be expected to present the birth certificates of children, when applying for their admission to the public schools.

Children between 7 and 16 required to attend.

57. Every parent, guardian or other person residing in the city of Syracuse having charge and control of a child between the ages of seven and sixteen years shall cause such child to be regularly instructed in accordance with and sub-

## RULES

ject to the provisions of the Compulsory Education Law of the State of New York.

58. Pupils not having previously attended school shall not be received into the graded schools under the age of six years, except at the beginning of the terms or within one month thereafter and with the approval of the superintendent.

Pupils under six years restricted.

Children may be admitted to the kindergartens at the age of five years.

Admission to kindergartens.

59. No pupil will be permitted to attend the public schools of the city of Syracuse who is suffering from any defect or disease which renders his presence materially detrimental to the welfare or the safety of other pupils, nor will any pupil be permitted to attend school when such attendance will materially jeopardize his own health and the condition out of which such jeopardy arises is of a temporary character.

When pupils shall not attend school.

60. No pupil shall be admitted to any school or class who has not been duly vaccinated or otherwise protected against smallpox, nor shall any child be admitted while suffering from, or who is liable to spread any contagious disease. A certificate from the health officer, issued to the principal of the school, may in any case be required of the parents or guardians of the pupil, certifying that such pupil has been successfully vaccinated or is otherwise protected from smallpox or any other contagious disease; *provided*, that after vaccination in the regular method approved by the health officer the pupil may attend school for ten days, and upon the expiration of said ten days such pupil shall furnish a certificate from the health officer that said vaccination has been successful or that the pupil has been revaccinated. In case of such revaccination the pupil may again attend for a period of ten days thereafter, when further certificate provided for shall be presented; *provided, further*, that when the health officer shall be satisfied from

Vaccination.

Revaccination

## RULES

successful vaccination or otherwise that a pupil is immune from smallpox or other contagious disease and shall so certify, the pupil may be admitted.

Order of admission

61. Applications for admission shall be made to the principals of the respective schools.

62. At the commencement of each school term, the order of admission of pupils shall be as follows:

(a) The pupils who were such at the close of the preceding half year; *provided*, that they return on the first school day of each term.

(b) Pupils transferred in due form from other school buildings.

(c) Applicants in the order of presenting themselves.

## CONDUCT OF PUPILS.

Good order and cleanliness.

63. Good order and propriety of deportment, and cleanliness of person and attire are expected from each pupil. Any child coming to school without proper attention having been given to the cleanliness of his person or dress, or whose clothes are unbecomingly out of repair, may be sent home to be properly prepared for school. Teachers shall see that the above directions to pupils are faithfully carried out. The pupil is required to keep all books clean and in good condition and covered, preferably, with manilla paper, to arrange neatly the contents of his desk, to enter and leave the schoolroom in a respectful manner and without unnecessary noise, and to depart quickly from the neighborhood of the school immediately on being dismissed, except on permission of the principal. The jurisdiction of the teacher shall extend to the pupil in coming to and going from school.

Duties of pupils.

Prohibited from injuring school property.

64. No pupil shall mark, cut, scratch, chalk or otherwise disfigure or injure any portion of a school building or anything connected therewith.

## RULES

He shall not use tobacco in any form at or going to or from school, use any profane or indecent language, throw stones or other missiles, annoy or maltreat others, nor do anything that may disturb the school or its neighborhood. Any pupil materially injuring, destroying or losing any school supply shall replace or pay for the same. Any damage done to a school building or any of its equipments or surroundings such as trees, shrubbery, flowers, fences, outbuildings, etc., must be repaired at the expense of the offender, and in case of his refusal or neglect to do so, he may be suspended from the school. The money for injuries to property shall be payable by the parent of the child to the principal of the school, who shall attend to the repairing of the property.

Shall not use tobacco or profane language.

Damage must be repaired.

## SUSPENSIONS AND DISMISSALS.

65. A pupil may be suspended by the principal of a school. Such suspension shall be immediately reported in writing to the parent of the child and to the superintendent of schools.

Suspensions.

In case of a first suspension the principal may restore the pupil to his class. If, in the judgment of the principal, it becomes necessary to suspend a pupil a second time, the consent of the superintendent must be obtained before the pupil is restored.

Restoration of suspended pupil.

66. A pupil may be dismissed by the superintendent of schools or by a vote of the board of education. If dismissed by the superintendent, such pupil shall have the right of appeal to the board of education. Each case of suspension or dismissal shall be immediately reported to the parent or guardian.

Dismissals.

67. In case of a change of residence, the pupil may be transferred by the principal. In disciplinary cases the principal may transfer the pupil with the approval of the superintendent. Transfers of pupils between high schools shall

Transfers.

## RULES

be made under the direction of the superintendent.

Non-payment  
of tuition  
charges.

68. A non-resident pupil shall be suspended from school upon the failure of his parent or guardian to pay tuition when so certified by the clerk of the board.

Ungraded  
schools.

69. A pupil who is an habitual truant, who is willfully and habitually absent from school, or who cannot be controlled by the regular school discipline while in attendance upon school, shall be committed to a special or ungraded school for instruction, and such pupil shall be restricted to such school for instruction until satisfactory evidence of improvement is furnished by the teacher in charge, whereupon such pupil may be restored to a graded school, as directed by the superintendent.

Causes for  
suspension or  
dismissal.

70. The following offenses, severally, furnish sufficient cause for the transfer of pupils to ungraded classes or for suspension or dismissal in cases to which the compulsory education law does not apply:

Immoral conduct, indecent language, violent or pointed opposition to authority, persistent disobedience or disorder, habitual tardiness, unauthorized absence, and uncleanly condition of person or clothing.

## PROMOTIONS.

Promotions.

71. Promotions of pupils to higher grades shall be of two classes—regular and special.

Regular  
promotions.

(a) Regular promotions shall be made at the close of each school term; all other promotions shall be special. In the elementary schools regular promotions shall include those pupils only who are on the school rolls at the close of the term, and shall be made by the teacher, subject to the approval of the principal.

Special  
promotions.

(b) Special promotions may be made by the teacher with the consent of the principal, if sat-

## RULES

isfactory reasons are given for such action. Any pupil not regularly promoted from the eighth grade to the high school may be specially promoted thereto by the principal, provided that his conduct and attendance have been satisfactory, his general standing good and that there is not more than one deficiency recorded against him. Promotions in a high school shall be under the direction and control of the principal thereof.

Promotions in high schools.

72. It is expected that each pupil will maintain a good and satisfactory standing in *each subject* of study as well as in deportment and attendance; if, however, a pupil shall have passed satisfactorily in all studies but one, but shall have fallen below the passing mark in that one, he may, with the approval of his teacher and of his principal, be permitted to enter the next higher grade, on the condition that he shall be required to maintain a satisfactory standing in each of his studies.

Satisfactory standing in each subject required.

73. If, at any time during the school term or year, it shall be deemed best for any individual pupil to be promoted to a higher grade; or, if from lack of interest or application, any pupil shall fail to accomplish the work in any specific class or grade satisfactorily, the principal and the teacher, after consultation with the superintendent, shall have the power to grade such pupil where, in their judgment, he properly belongs.

Pupils graded by principal and teacher.

74. Any pupil having been twice over a course shall be permitted to pass to the next grade, provided his record shows that he has been present at least 75 per cent. of the days of the term and his application and deportment have been satisfactory.

Promotion of pupils repeating grades.

75. Pupils are required to be regular in their attendance; and, in case they are temporarily detained or withdrawn from school to the detri-

Grading of delinquent pupils.



## RULES

ment of their work, the principal may, in his discretion, require them to recite in lower classes until their delinquency is corrected, and he may assign their seats to pupils who will be more regular in attendance.

### ABSENCE OF PUPILS.

Illegal  
absence of  
pupils.

Permission of  
superintendent  
required for  
absence for  
music, drawing,  
etc.

Teacher or  
principal judge  
of the sufficiency  
of an excuse.

Excused on  
holy days.

76. Illegal absence is that for which the excuse of personal sickness, death in the family, or contagious disease in the home cannot be given. Sickness and imperative business are alone to be regarded as satisfactory causes of absence. No pupil shall be allowed to be absent from school during the regular session to take music, drawing, dancing, or other lessons, without the written permission of the superintendent, and no pupil shall be allowed to depart before the appointed hour of leaving school, except in case of sickness or some other pressing emergency, and the teacher or principal shall in every case be the judge of the sufficiency of the cause. The teacher may require excuses to be made in writing, and all notes of excuse shall be preserved until the close of the school year.

77. Teachers will excuse pupils from attendance at school for such time as may be necessary, on school days observed as holy days by the denomination to which the parent or guardian belongs. All absence from school on school days must be duly recorded in the record books and reported.

### ORGANIZATIONS AMONG PUPILS.

No secret  
organizations.

78. There shall be no organization of any society or association among pupils as such, except that musical, literary and athletic societies or clubs of open membership whose boards of governors shall be composed of equal numbers of teachers and pupils, and senior class organizations in high schools, may, upon the recommenda-



## RULES

tion, in writing, of the principal and the superintendent of schools, be permitted by the board of education.

### ABSENCE OF EMPLOYEES.

79. No employee of the public schools shall be absent from duty for any other cause than death, sickness, the presence of contagious disease in the home, order of a court, or pressing emergency, except by permission of the board of education, or as is hereinafter provided. In case of the absence of teachers, engineers, assistant engineers, janitors, or caretakers, for any of the above-mentioned causes, notice shall be forthwith communicated to the next higher authority, who shall promptly provide a substitute to be selected from the eligible list in order of ranking thereon, as far as practicable; *provided*, that in the absence of any such person on the eligible list the most available person shall be selected, and if no such person is available the duties of the absent employee shall be performed by any competent employee of the public schools not otherwise engaged in the performance of duty.

80. Any teacher who shall be absent from school during its regular session except as the rules of the board may provide, shall forfeit his salary during the time of his absence, and shall be liable to dismissal; *provided*, however, that, if the absence is caused by personal illness, he shall forfeit only one-half of his salary for such absence, not exceeding two weeks in any term; *provided*, further, that he shall not forfeit any part of his salary if his absence be due to any of the following causes:

(a) Death in his immediate family (parent, child, brother or sister, husband or wife); *provided* such absence does not exceed four days.

(b) Death of grandparent, a brother's or sister's child, uncle or aunt, brother-in-law, or sis-

Employees shall not be absent.

Absence of teachers, janitors and care takers.

Substitute to be provided.

Employees may perform substitute service.

Teacher absent forfeits salary and is liable to dismissal.

Forfeiture for illness.

No forfeiture.

## RULES

ter-in-law; *provided* such absence does not exceed one day.

(c) Compliance with the requirements of a court, when the action is not merely one of personal benefit.

(d) In case of quarantine established by the board of health, on account of contagious disease in the teacher's home, when such quarantine is not due to personal illness; *provided* such absence does not exceed ten school days within one year.

Permission to visit schools.

Extension of permission.

Report to be made.

Leave without pay.

Not to be granted.

Physician's certificate to be filed.

Report of work to be filed.

81. The superintendent of schools may give a written permission to any teacher to be absent from duty for the purpose of visiting other schools, not exceeding two school days in any one year, without the deduction of compensation: *provided*, that this time may be extended at the discretion of the superintendent of public schools. *Provided, further*, That application for permission to visit schools shall be made in writing through the principal, whose approval shall be indorsed thereon, and the visiting teacher shall report such visits, in writing, to the next higher authority, who shall forward said report to the superintendent of schools.

82. Leave of absence, without pay, may be granted to any employee of the public schools upon application made in writing, on account of personal illness or for educational advantages: *provided*, that no such leave of absence shall be granted to an employee who seeks such leave of absence to engage in another occupation for pay or for other than purely educational profit in the line of work in which the teacher is engaged; that in the case of sickness a certificate from a reputable physician, stating the cause of absence, shall be filed at the time of the request for leave of absence, or extension of leave of absence, and in the case of absence for educational advantages a report of the work accomplished during said leave of absence shall be filed

## RULES

with the superintendent of schools at the time of reinstatement, and that, unless otherwise ordered by the board of education, an employee at the expiration of his leave of absence shall be appointed to the first vacancy in any position for which he may be qualified; *provided, further*, That when reinstated the teacher, if absent on account of personal illness or for educational advantages, shall be restored to the rolls without loss of longevity pay.

On return from leave teacher takes first vacancy.

Reinstatement without loss of longevity.

83. No person shall be appointed a teacher or reappointed after a leave of absence obtained for reasons affecting his health, without first passing such physical examination as may be prescribed by the health officer.

Physical examination required.

84. Not more than two months' continuous absence from duty on the part of any employee of the board shall be permitted; but if such employee, after a continuous absence of two months, shall be unable to resume his duties, a leave of absence may be granted him by the board. A continuous absence will not be deemed to be broken by any return to duty for a shorter period than five consecutive days.

Limitation of leave.

When continuous absence.

85. Vacancies in grade and kindergarten positions created by leaves of absence granted by the board of education shall be filled by appointments from the merit lists. Vacancies in positions of high schools and of special teachers, so created, may be filled by the board at its discretion.

Vacancies filled.

86. The reports of the attendance, conduct and scholarship of the pupils of the public schools shall be prepared by the teachers upon forms furnished by the superintendent of schools. These reports shall be issued four times in each term, and not later than the Tuesday following the close of each five-week period. They shall be promptly returned to the schools with the signature of the parent or guardian.

Pupils' reports.

When issued.

To be signed by parent.

## RULES

### SCHOOL YEAR AND SESSIONS.

Length of  
school year.

87. The school year shall commence on the first day of September of each year, and shall end on the last day of the following June. The schools shall be in session on all week days of the school year, except the following:

Not school  
days.

Every Saturday.

From the close of the Regents' examinations in June until the second Monday following Labor Day.

Thanksgiving Day and the day following.

From the day before Christmas Day until New Year's Day, both inclusive, and when the 2nd day of January is observed as New Year's Day, it shall be included; and when New Year's Day falls on Thursday, the following Friday shall be included.

Columbus Day, Lincoln's Birthday, Washington's Birthday and Memorial Day.

Good Friday and the week following.

No other holidays shall be granted except by direction of the board of education.

President of  
Board may  
close schools.

In emergencies the schools may be closed by order of the president of the board of education.

Sessions of  
day schools.

The sessions of the schools shall be as follows:

Kindergarten: 9:00 A. M. to 11:15 A. M.; 1:15 P. M. to 3:00 P. M.

Grades: 9:00 A. M. to 11:45 A. M., with recess from 10:30 to 10:40; 1:15 P. M. to 3:15 P. M., with 5 to 10-minute recess in middle of session.

High schools: 9:00 A. M. to 2:30 P. M., with 30 minutes' intermission.

Sessions of  
evening schools.

Evening Schools: Elementary classes, 7:15 to 8:45 P. M. Mondays, Tuesdays, Wednesdays and Thursdays.

High school classes, 7:30 to 9:00 P. M. Mondays, Wednesdays and Fridays.

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Buildings shall be open for the admission of pupils at least fifteen minutes before the time for the opening of school in the morning.

Buildings open  
15 minutes  
before school.

### TUITION CHARGES.

88. The charges per term (one-half year) for tuition in the public schools shall be as follows:

Tuition charges.

Kindergarten .....	\$12.00
Primary grades, 1 to 4 inclusive,.....	17.00
Intermediate grades, 5 to 8 inclusive,.....	22.00
High school.....	30.00
Teachers' training class.....	30.00
Summer school.....	5.00

Entrance fee in the Evening High School \$1.00 per pupil, to be returned if attendance record is 75%.

Entrance fee for  
evening high  
school.

### JANITORS.

89. All appointments of janitors and caretakers shall be made by the board of education.

Appointed on  
recommendation  
of committee.

All janitors and caretakers shall be appointed on probation for a period not exceeding six months.

On probation  
for six months.

90. Each janitor, engineer, fireman and laborer shall be subject to the orders of the principal of his building. He shall be responsible for all damage done through his neglect or carelessness. He shall make and regulate the fires in such manner as to have the rooms properly heated during school hours; notify the principal in season when fuel is needed, take proper care of the heating apparatus and see that the same is thoroughly cleaned at the close of school in June; sweep, dust and wash the rooms, halls and windows; keep the water closets and lavatories clean and in good order at all times; keep the sidewalks, playgrounds and grass plots in a cleanly condition and see that trees and shrubs thereon are properly trimmed; guard the building, furniture, fences and grounds; see that the windows, doors

Subject to  
principals.

Duties.

## RULES

To make repairs.

and gates are securely fastened when the school is not in session; receipt for all materials delivered and keep a faithful record of same. He shall promptly make such repairs as he is able to make and report to the principal all other repairs needed, and do such other work as properly belongs to the janitor, such as washing ink wells, providing water for the use of the teachers and pupils, assisting in maintaining order and going on official errands for the principal when the heating apparatus is not in use.

Assignment of work to part time employees.

Employees whose work does not continue throughout the year, such as engineers, firemen, etc., may, when not occupied with their regular duties, be assigned to other work by the principal.

Shall not be absent when heating apparatus is in use.

91. The janitor in a steam or furnace-heated building shall not be absent under any circumstances during school hours when the heating apparatus is in use.

Rooms to be swept and dusted daily.

92. All rooms in use are to be swept daily after school, and dusted with cloths before 8:30 in the morning.

Basement to be kalsomined.

93. At least once each year he shall kalsomine the basement walls.

Leave of absence for janitor.

94. Janitors in charge of buildings, engineers, firemen and laborers will be allowed a two weeks' leave of absence, between June 30 and September 1, arrangement for the same to be made with the clerk of the board of education upon the filing of the proper application. Such leave will be granted only at convenient times and upon condition that the janitor arrange for the proper supervision of his building during his absence.

Supervision of buildings to be provided for.

## CONDUCT OF EMPLOYEES.

Non-payment of debts.

95. The board of education will take no cognizance of complaints against an employee for non-payment of debts, so far as the creditor is concerned. An employee whose services are otherwise satisfactory, and who contracts a debt



## RULES

on the strength of his official position, and then, without sufficient reason, neglects or avoids payment thereon, may be liable to dismissal. Complaints of this character will be considered in the employee's official rating.

The use of tobacco by any employee in or about a school building is prohibited.

Use of tobacco prohibited.

### SUSPENSIONS AND DISMISSALS OF EMPLOYEES.

96. The superintendent of schools shall be authorized to suspend temporarily any employee of the schools, for cause, subject to report in writing to the board of education at its next regular or special meeting. Any person under suspension by order of the superintendent of schools may appeal to the board at its regular or special meeting. The grounds of appeal shall be stated in writing and shall be filed with the clerk of the board at least 24 hours prior to the meeting.

Superintendent may suspend employees.

Appeal may be taken.

97. Any employee who shall be absent from duty without leave may be suspended by the superintendent of schools and dismissed by the board. The suspension from duty of any employee shall also involve deduction of compensation from the date of suspension, unless otherwise ordered by the board.

Employee absent without leave may be suspended.

98. The violation of any of the rules of the board of education; disobedience or neglect of the orders of those in authority; any other offenses against good order or morality; or inability to perform satisfactorily the duties of his position on the part of any employee of the board, shall be, any or all of them, considered cause for suspension by the superintendent of schools or dismissal by the board. The suspension of any employee shall extend only to the next meeting, regular or special, of the board of education, unless otherwise ordered by the board.

Causes for suspension or dismissal

## RULES

### ORDER OF TRANSMITTAL OF OFFICIAL COMMUNICATIONS.

Regular order of communications.

99. All official communications of whatever nature from teachers or other employees of the board of education, except such as are elsewhere in these rules otherwise provided for, shall be sent first to the person next higher in authority for his action; and all communications to the board of education from any of its employees, shall be transmitted in regular order to the superintendent of schools, who shall present the same to the board, with or without his approval.

Order of transmittal of communications.

The order of transmittal shall be:

In the schools, from the teacher, janitor or other employee to the principal, the superintendent, the board of education.

In the special departments, from the special teacher to the director, the superintendent, the board of education.

Business communications.

Communications on business matters shall be sent through the regular channels to the clerk of the board.

### APPEALS.

Order of appeals.

100. Appeals may be taken from the decision of any principal or director to the superintendent, and finally to the board of education in the order named.

Decision stands.

Pending an appeal the decision stands.

### RESIGNATIONS.

Ten days' notice of resignation is required.

101. Every resignation of any teacher or employee of the public schools of the city of Syracuse must be submitted to the superintendent at least ten days before the same is intended to take effect, under penalty of forfeiting any accrued salary or pay, upon the recommendation of the superintendent of schools, for a period not to exceed ten days.



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102. Should a female teacher marry, her place shall thereupon become vacant. Female teacher vacates position by marriage.

## FLAGS.

103. On all school days and legal holidays of the nation and of the state flags shall fly at full staff from all school buildings from 8:30 A. M. to 4:30 P. M. On Memorial Day the flag shall be placed at half staff. Hours flags shall fly.

On the death of any teacher in active service the flag on the building in which the teacher has recently taught shall be half-masted on the day of the funeral. Flags at half-mast.

Flags shall be properly housed at the end of each school day. Housing of flags.

## ATHLETICS.

104. The control of all inter-high school athletics shall be vested in the high school principals acting as a board. They shall be responsible, acting jointly, for the enforcement of all rules relating to inter-high school athletic interests. Control of high school athletics.

They shall report in writing to the superintendent of public schools, for his approval, all rules and modifications of such rules as may be made from time to time. They may delegate such responsibility in the making and execution of rules and in the management of inter-high school athletics as they may deem expedient, to a board of faculty advisers, said board to consist of one member of the faculty of each school to be appointed by the principal of the school. Superintendent to report rules for ratification.

The control of all inter-elementary school athletics shall be vested in the principals of the participating schools and the supervisor of physical education acting as a board. They shall follow the same procedure regarding the making and enforcement of rules as is followed in the control of inter-high school athletics. Board of faculty advisers.

The superintendent of schools shall report all rules, approved by him, to the board of education. Shall report rules.

## RULES

tion, whose ratification of them shall be final and shall be entered upon the records of the board of education.

### SALARIES.

Salaries determined by board of education and board of estimate.

Payment of salaries.

Present salary schedule.

105. The salaries of all employees in the public schools shall be determined by the board of education, subject to the approval of the board of estimate and apportionment.

The annual salaries of principals and teachers shall be paid in ten equal payments, beginning October 1 of each year.

The salaries of all other officers and employees shall be paid in twelve equal payments.

The present schedule of salaries is as follows:

#### Kindergarten and Grade Teachers

Minimum .....	\$400.00
Annual increase.....	50.00
Maximum .....	750.00

#### High School Teachers

##### Men

Minimum .....	1,000.00
Annual increase.....	100.00
Maximum .....	1,600.00

##### Women

Minimum .....	550.00
Annual increase.....	50.00
Maximum .....	950.00

#### Special Teachers

Men .....	1,000.00
Women .....	850.00

Increases date from beginning of term.

106. All increases starting between the beginning and end of any term shall date from the beginning of said term.

## RULES

### MISCELLANEOUS.

107. All persons connected with the public schools are hereby forbidden to furnish to any person or persons not connected with said schools or to those connected, except for school purposes, any list or lists of the pupils, teachers or other employees therein, or their addresses, unless by special permission of the board.

Furnishing lists of pupils, teachers, etc., prohibited.

108. Subscriptions for papers, books, publications and other articles and canvass for the sale of any article within a school building shall not be permitted at any time, except that agents for regular school text books and periodicals may visit the offices of principals. Pupils when authorized by their principals, may solicit subscriptions for their own school periodicals and for their athletic associations.

Subscriptions for papers, etc., within schools forbidden.

No other subscriptions or contributions by pupils shall be permitted except by consent of the board of education.

No subscriptions except by consent of board.

109. No pupil may be solicited in any manner for subscriptions or contributions for any purpose except for regularly organized or authorized public, literary and athletic clubs of their respective schools, without the permission of the board of education.

Soliciting subscriptions.

Application to pupils of the public schools or to their parents through them, through the issuance of circulars, tickets, and subscription lists, or in any other manner, for contributions or other aid toward any purpose whatever, is prohibited. The giving of concerts, fairs, lunches, or other entertainments for money in any school building is prohibited, except by permission of the superintendent of schools.

Concerts, entertainments, etc., only by permission of the superintendent.

110. The pupils of the schools shall not as organized bodies be permitted to engage in any concert or public entertainment outside of school, or excursion, without permission of the superintendent of schools.

## RULES

No mail to be delivered to pupils at school.

Teachers must co-operate with medical inspector.

Complaints to be made to the principal or superintendent.

111. No mail shall be delivered to pupils at school buildings, except in connection with authorized publications and athletics.

112. Teachers and principals are expected to co-operate in every way with the medical inspectors and the health officer in making effective the provisions of the rules regulating the medical inspection of pupils.

113. All complaints against the regulations prescribed by this board for the government of schools, or against individual teachers in the discharge of their duties in carrying out these regulations, shall be made to the principal or to the superintendent of schools, and teachers shall not permit their time and that of their classes to be encroached upon during school hours by receiving complaints from and making explanations to the patrons of the school, but shall in a courteous way and as briefly as possible refer them to one of the above named officers.





RULES  
GOVERNING  
TRAINING CLASSES  
APPOINTMENT *of*  
TEACHERS  
AND  
MERIT LISTS



## TRAINING CLASS

### ARTICLE I.

#### TEACHERS' TRAINING CLASSES.

When  
organized.

SEC. 1. Teachers' training classes shall, if practicable, be organized in January and September of each year.

Course to cover  
requirements  
of state  
education  
department.

SEC. 2. Members of the teachers' training classes shall pursue the course of study and meet all requirements in the matter of scholarship, training and experience as provided by the rules of the state education department.

### ARTICLE II.

#### APPOINTMENT OF TEACHERS.

Teachers  
appointed from  
merit lists.

SEC. 1. All kindergarten, grade and high school teachers, except supervisors, principals, vice-principals, heads of departments, and commercial, manual training, domestic science, domestic art and drawing teachers shall be appointed from the persons on the merit lists in the order of their rating. In making appointments, if the person at the head of the merit list is not available, the next shall be chosen. The right is reserved in every case to name the highest male or the highest female candidate, according as the board of education shall determine that a male or a female teacher is required for the specific position.

Board reserves  
right to appoint  
male or female.

Requirements for  
grade or  
kindergarten  
teacher.

A candidate for a kindergarten position or for a grade position must be a graduate of a high school of approved standing or must show the equivalent qualifications.

Requirements for  
high school  
teachers.

A candidate for a high school position must be a graduate of a college or of a normal school of approved standing and must have had at least two years' successful experience in teaching high school subjects.

Certificate of  
state education  
department  
necessary.

Every candidate must possess a certificate issued or indorsed by the state education department entitling him to teach in the department



## MERIT LISTS

for which he has made application in the schools of cities of the second class.

### MERIT LISTS.

SEC. 2. There shall be merit lists of kindergarten, grade and high school teachers respectively. The high school merit list shall be divided into department lists of ancient and modern languages, mathematics, science, history and English, but no candidate shall be rated on more than two of the departmental merit lists.

Applicants on said merit lists shall be graded upon the following qualifications:

General scholarship, including professional training.....	30 credits
Teaching ability, including discipline and management.....	40 credits
General merit and fitness.....	30 credits

The mark in general scholarship and professional training shall be determined by written tests to be given by a committee of three or more to be nominated by the superintendent of schools and approved by the board of education. *Except*, that the mark in general scholarship and professional training of graduates of the Syracuse training school shall be given by the faculty of that school, based upon the work of the candidates during the entire training school course, and such mark shall stand in lieu of the written test above named for a period of two years from the date of examination, after which the candidate may elect to enter the written tests or retain the training school mark, provided, that no such rating shall be given to any graduate from the Syracuse training school prior to January 1, 1912.

The ratings given by the faculty of the training school and the reports of the above named committee shall be filed in the office of the super-

Merit lists include kindergarten, grade and high school teachers. High school lists divided into departments.

Merit list examination.

Written examination in general scholarship and professional training.

Appointment of committee. Syracuse training class graduates rated by faculty in lieu of examination.

Ratings to be filed in office of superintendent.

## MERIT LISTS

Candidate may know rating and inspect papers.

intendent of schools and shall be open to inspection by the members of the board of education. Any candidate on request shall be informed of his rating and may inspect the papers which he has written.

Subjects required of high school candidates.

Candidates for high school positions will be required to take examinations in two different subjects. Those electing "science" as one of their subjects will be required to take two scientific subjects, e. g. chemistry and physics, chemistry and biology, physics and zoology, physics and physical geography, or any other combination of scientific subjects taught in the high schools. The other subject chosen may be a third science.

Committee to determine teaching ability.

Teaching ability shall be determined by a committee of three or more to be nominated by the superintendent of schools and approved by the board of education. As far as practicable, such ability shall be ascertained from the actual teaching of the candidate in the presence of the committee in the kind of work for which the candidate has made application. The committee, however, may at its discretion consider the certificates of well-known educators who have personal knowledge of the teaching ability of the candidates to whom they certify.

Committee may consider certificates.

Committee to determine general merit and fitness.

The general merit and fitness of the candidates shall be determined by a committee consisting of the superintendent of schools and two others to be nominated by the superintendent and approved by the board of education.

Considerations under general merit and fitness.

In determining the general merit and fitness of a candidate, the committee shall consider his education, both general and professional; his experience in teaching, his general reputation as a man and as a teacher, his personal appearance, his general health, and his apparent ability to organize classes, interest and manage pupils, as well as all other matters that go to make a successful teacher.

## MERIT LISTS

- Examinations for the merit list shall be held in November and December of each year. No candidate shall be rated on the merit list who has not personally appeared before the committee and actually conducted a class in teaching in the line of work for which he has applied.
- A candidate who shall desire to take the examination for the merit list shall notify the superintendent of schools in writing to that effect on or before November 1st preceding the examination.
- No candidate's name shall be placed upon the merit list whose general rating is below 75 credits. No candidate's name shall be retained on the merit list for a longer period than two years without re-examination.
- Candidates whose names are now (1912) on the merit list and who do not wish to be re-examined at the next regular examination period, will not have their names retained on the merit list after the next merit list has been adopted by the board of education.
- As far as practicable, a new merit list shall be adopted by the board of education at its regular meeting in February of each year.
- Any candidate on the merit list may be re-rated at the annual examination of candidates, provided he has filed with the superintendent of schools before November 1st preceding the examination, a request for re-examination.
- In the event of a vacancy for which the merit lists provide no properly qualified eligible, the superintendent of schools is authorized and directed to conduct such examination along lines specified in the present rules as may be necessary to secure a properly qualified teacher for such position.
- Time of examinations.
- Presence of candidate required.
- Candidate must notify superintendent.
- Rating must be 75% or over.
- Re-examination required after two years.
- Names on old lists not continued.
- New lists in February each year.
- Re-rating of candidates.
- In absence of eligible to fill vacancy, superintendent will hold examination.

## SUBSTITUTE TEACHERS

Substitute teachers  
order of  
nomination.

Designation in  
absence of  
available party on  
merit list.

Pay of substitute  
teachers.

SEC. 3. Substitute teachers shall be named by the superintendent of schools. As far as practicable such teachers shall be given work in the order of their ratings on the merit list. However, when no teachers on the merit list are available for substitute work, the superintendent may designate any person who is eligible to teach under the rules governing Section 1 of this Article.

Substitute teachers shall be paid such per diem salary as shall be determined by the board of education.





LA W  
GOVERNING  
THE  
PUBLIC TEACHERS'  
RETIREMENT FUND  
FOR THE  
CITY *of* SYRACUSE





TEACHER'S RETIREMENT FUND

CHAPTER 750—LAWS OF 1897.

AN ACT to amend chapter twenty-six of the laws of eighteen hundred and eighty-five, entitled "An act to revise, amend and consolidate the several acts in relation to the city of Syracuse, and to revise and amend the charter of said city," establishing a fund for pensioning retired school teachers, and regulating the collection and management thereof.

Accepted by the City.

Became a law May 22, 1897, with the approval of the Governor. Passed—three-fifths being present.

---

*The People of the State of New York, represented in Senate and Assembly, do enact as follows:*

SEC. 1. Title eleven of chapter twenty-six of the laws of eighteen hundred and eighty-five is hereby amended by adding thereto a new section to read as follows:

SEC. 183a. Sub. 1. The board of education and superintendent of schools of the city of Syracuse shall constitute a board of trustees who shall have the general care and management of the public school teachers' retirement fund created by this act. The said board of trustees is empowered to make payment, from said fund, of annuities granted in pursuance of this act; to take all necessary and proper action in the premises; and to make such rules and regulations for the administration and investment of said fund as it may deem best, except that neither the whole nor any part of said fund shall be invested in any manner otherwise than as the savings banks of the State of New York are by law permitted to invest their funds.

Sub. 2. The public school teachers' retirement fund created by this act shall consist of the fol-

General  
management of  
fund.

Pay annuities.  
Make rules and  
regulations.

Creation of  
fund.

## TEACHER'S RETIREMENT FUND

lowing moneys with interest or income therefrom, to wit:

(a) All money, pay, compensation or salary forfeited by or deducted from the salary of any superintendent, supervisor, principal or teacher employed in the public schools of Syracuse, for any absence from duty for any cause; but when the duties of such absent person are performed by a supply teacher, the amount of salary so deducted shall first be applied toward the payment of such supply teacher.

(a) Salary forfeited or deducted.

(b) All donations, legacies and gifts which shall be made to said fund.

(b) Donations, etc.

(c) An amount not to exceed one per centum per annum of the respective salaries paid to the superintendent of schools, supervisors, principals and teachers regularly employed in the public schools of Syracuse.

(c) One per centum of salaries.

(d) All money which may be obtained from other sources, or by other means duly and legally devised for the increase of said fund, by said board of trustees, or with their consent.

(d) Other sources of fund.

Sub. 3. The board of education, in making the pay-rolls for the superintendent, supervisors, principals and teachers hereinbefore mentioned, shall semi-annually deduct from the salary of each of said persons, a sum not to exceed one per centum of his or her annual salary and shall certify the amount of such deductions and names of the persons from whose salaries such deductions have been made; and such certificate shall accompany the pay-roll and a warrant for the amount of deduction so certified shall be drawn payable to the city treasurer, who shall retain the same subject to the disposal of the said board of trustees. A similar certificate shall be made and warrant drawn each month in case of deductions from salaries on account of absence from duty.

Semi-annual deductions.

## TEACHER'S RETIREMENT FUND

City treasurer  
custodian of  
fund.

Sub. 4. The city treasurer shall be the custodian of said fund and shall execute a bond to the city, with good and sufficient sureties, to be approved by said board of trustees, conditioned on the faithful performance of his duties as such custodian. Said bond shall be filed in the office of the city clerk, and in case of a breach of the same or any of the conditions thereof, suit may be brought on said bond in the name of the city for the use of said board or any person or persons injured by such breach.

Teachers  
retired on  
superintendent's  
recommendation.

Sub. 5. (a) The board of education shall have power, on recommendation of the superintendent of schools, to retire from service any supervisor, principal or teacher who shall have served in such capacity or capacities for an aggregate period of twenty years if a female, and twenty-five years if a male; and any person so retired shall become an annuitant under this act, provided that not less than fifteen years of such service shall have been rendered in the public schools of Syracuse.

Voluntary  
retirement.

(b) Any superintendent, principal, supervisor or teacher who shall have served in such capacity or capacities for a period of thirty years if a female, or thirty-five years if a male, may voluntarily retire from service and become an annuitant under this act, provided that not less than fifteen years of such service, or five years as provided in subdivision nine of this act, shall have been performed in the public schools within the present limits of Syracuse.

Annuity not to  
exceed 50 per  
centum of  
salary.

Sub. 6. No annuity paid in pursuance of this act shall exceed one-half the annual salary of the annuitant receiving it, at the time of retirement from service; neither shall any annuity exceed the sum of eight hundred dollars, and all annuities must be at the same rate per centum of the salary of the several annuitants at the time of retirement, except in cases where the annuity at that rate would exceed eight hundred dollars.

Limit of  
annuity \$800.

## TEACHER'S RETIREMENT FUND

Sub. 7. No person shall become an annuitant who has not contributed to the teachers' retirement fund, in pursuance of subdivision three of this act, exclusive of deductions from salary for absence, an amount equal to at least twenty per centum of his or her annual salary at the time of retirement; but any such person, otherwise qualified, may become an annuitant by making a cash payment to the retirement fund before receiving any annuity, of such an amount as his previous contributions under said subdivision three may have fallen short of the required twenty per centum.

Annuitants to pay 20% of salary exclusive of deductions for absence.

Sub. 8. No annuity shall be paid from the teachers' retirement fund before July first, nineteen hundred and one; but any person duly qualified who shall retire or be retired from service before that time, shall not be deemed to have forfeited the right to become an annuitant under the provisions of this act.

Retirement before July 1, 1901.

Sub. 9. No person shall be deemed to have forfeited the right to become an annuitant by virtue of having resigned his or her position in the public schools of Syracuse after five years of service therein, provided that such person shall continue in similar work elsewhere, and shall contribute annually to the retirement fund an amount equal to one per centum of the annual salary of such person at the time of such resignation.

Teachers resigning.

Sub. 10. If at any time a superintendent, principal, supervisor or teacher, who shall be willing to continue service in the schools, shall not be re-employed or shall be discharged, before the time when he or she would, under the provisions of this act, be entitled to an annuity, then such person shall be paid back all the money which may have been deducted from his or her salary in pursuance of this act, otherwise than on account of absence.

Failure to be re-employed or discharged.

TEACHER'S RETIREMENT FUND

Annual report.

Sub. 11. The board of education shall include in its annual report a full account of the condition of the teachers' retirement fund, its amount, the manner of its investment, and all receipts and disbursements on account of said fund during the year.

SEC. 2. This act shall take effect on July first, eighteen hundred and ninety-seven.

STATE OF NEW YORK,        }  
OFFICE OF THE SECRETARY OF STATE. } ss.

I have compared the preceding with the original law on file in this office, and do hereby certify that the same is a correct transcript therefrom and of the whole of said original law.

JOHN PALMER,  
Secretary of State.







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